**Use the questionnaire using** keywords & pics only **ONLY & then**

**report to the class sharing your doc or PowerPoint**

1. What word would describe you best?
2. Name at least 1 of your strengths (Strong points)? And 1 of your flaws (Weak points)?
3. What is a fun fact about you?
4. A bit of background? (education / work experience / extra activities, etc…)
5. What is your experience in IT?
6. If I say “English”, what do you say?

**Tips for introducing someone?**

|  |  |
| --- | --- |
| Beginning (name & title)  A bit of Background  Skills  Achievements  Ambitions  Showcase personality  Conclusion (ask or invite people to ask questions) | 1. Rehearse it  2. Tell a story  3. Plan your body language  4. Keep a sense of humor  5. Be confident and enthusiastic |

Here are some examples you can get inspired from to get started and you can add the extra information required in the questionnaire above including the title of your dream job.

**Example 1**

“ Hi everyone, **let me introduce you to** Alex, he is thrilled to be joining this dynamic team as **a** recent **graduate** in Computer Science.  
During his studies, he **specialized in** artificial intelligence and machine learning, and he’s excited to apply his knowledge to help solve complex problems here.”

**Example 2**

"**Here is** Sally Jones, and she recently moved here from Mississippi. She’s excited to be a full-time SEO editor. She’s been **involved with** editing for more than 15 years, and her family jokes that her blood runs black with ink. She’s excited to be part of this team **focusing on** quality content that helps our readers."

**Example 3**

“Greetings, team! **I would like you to meet** Lisa. She’s excited to join this talented group as an experienced project manager. With a track record of delivering complex projects on time and within budget, **she’s eager to** collaborate with all of you to ensure the successful execution of our initiatives and drive organizational growth.”

**Example 4**

“Good day, team! **May I introduce you to** Rachel who is honored to join our ranks as an experienced software engineer. With over seven years of experience in developing scalable web applications, she’s excited to collaborate with all of you and contribute to creating innovative solutions that drive the company's success.”

**Example 5**

"Hello, everyone. **Today we’re glad to welcome** Eddie Edwards and he’s the new [marketing manager](https://www.indeed.com/q-marketing-manager-jobs.html?from=careerguide-autohyperlink-en-US). He’s a Texas native and an avid cycler. He has over 10 years of experience in marketing, focusing primarily on social media campaigns for rising tech companies. He believes marketing is only as great as the team working on its strategies and **he looks forward to** collaborat**ing** with you."